



CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

2525 Grand Avenue • Long Beach, CA 90815 • 562-570-4000 • FAX 562-570-4049

January 8, 2004

SUBJECT: REQUEST FOR PROPOSALS (RFP) TO DEVELOP A COMPREHENSIVE HUMAN HEALTH RISK ASSESSMENT

A. BACKGROUND

The City of Long Beach Department of Health and Human Services (DHHS) seeks an environmental consultant to design a plan to implement and complete a comprehensive human Health Risk Assessment (HRA) modeling study using existing data and reports. The scope of this assessment will encompass air quality related to the Long Beach Airport, freeway system (including I-710 and 405), the Port of Long Beach, and other identified point and mobile sources of air pollution within the City and region. The study will focus on the comprehensive human health effects of air pollution in the City of Long Beach as related to the above areas of operation/activity, as well as the focal impacts of air pollution and noise pollution on human health from Long Beach Airport operations.

The local community is concerned about the effects of air pollution including particulate exposure, and noise pollutants on their health. A HRA has been requested to gain a better understanding of the sources, levels, and health impacts associated with air pollutants in the city. Specialized attention will be given to the City of Long Beach Airport, with respect to air quality and noise impacts on the community. Other sources of community concern include air pollution related to the Port of Long Beach and on the I-710 freeway, which includes diesel truck traffic. Other mobile and point sources of a local and regional interest in this study may include oil refineries, other major transportation corridors, general industry, or other known or identified sources of air pollutants.

Long Beach Airport

The Long Beach Airport is currently planning the expansion of its terminal and parking facilities. An Environmental Impact Report (EIR) is being scoped separately for this effort. The HRA requested in this RFP is designed to specifically assess the impact of current airport operations and resulting air and noise pollution impacts.

Oversight Provision

Services are provided under the direction of the City Health Officer, or designee, pursuant to Departmental and City policies. Services will focus on the Long Beach area only as negotiated and designated by the City Health Officer for services under this agreement.

B. SCOPE OF WORK / PROPOSAL DELIVERABLES

A successful proposal to develop and complete the HRA will include the following items:

1. PREPARATION OF SCOPE AND COST OF A HRA STUDY

- a. **Review and Compilation of Relevant Data, Studies, HRA's, Etc.:** Reports and data are available regarding local mobile and point source air pollution levels, local health indicators, airport flight activity, shipping and trucking activity, and the potential health effects of air pollution on local communities. A review, synopsis and analysis of these

materials will be critical to the success of this study. The consultant should summarize knowledge of pertinent studies and propose a plan for efficiently compiling and reviewing available information. This data may be used for modeling purposes or reference in the HRA if relevant. The cost to collect and review data, any data modeling plans, and any related costs should be itemized per category.

- b. **Presentation of Draft Plan and Cost Estimation to Interested Groups:** Various groups in the community are interested in the plan to conduct an HRA as outlined in this proposal. At a minimum, the environmental consultant will be available to discuss draft plans and cost estimates with the Long Beach City Council at their regularly scheduled meeting on February 17, 2004 (specifics to follow). Further presentations to the City Council, Long Beach Airport Advisory Commission, and other interested groups will likely be necessary. Include a separate cost estimate for a minimum of six (6) such meetings at an average of 1 hour per meeting.

Following the actions of the City Council on February 17, 2004, a Notice To Proceed to begin item (a) and continue item (b) (both of which are further defined in item 2 below) may be issued. If not, costs incurred to that point will be reimbursed to the awarded environmental consultant.

2. DETAILED SCOPE OF STUDY

- a. **Timeline and Costs:** All proposed activities should have an accompanying timeline and associated costs. *Your plan to develop and complete the HRA must have a completion date no later than August 31, 2004.*
- b. **Complete Listing of Data Sources and Evaluation of Data Relevance:** All data sources reviewed shall be listed and summarized to the extent of their relevance to the HRA described in this RFP. Any data modeling shall reference data sources.
- c. **Plan for Public Meetings:** A plan for public meetings shall be described, at a minimum. A presentation to the City Council at its regularly scheduled meeting on February 17, 2004; a review of the HRA plan with the Long Beach Airport Advisory Commission as it pertains to impacts of airport operations; and at least four (4) additional meetings with interested community, governmental or other groups, to ensure interested groups are educated and updated on the plan.

3. PUBLICATION OF FINAL REPORT

A final report of the HRA is required. The report should include critical appraisal of the compilations of relevant data, studies, and health risk assessments of related local communities, and comparison to the City of Long Beach air quality issues, and noise impact issues surrounding the airport operations.

The report should include air quality health risk assessment information obtained from review of Long Beach community data studies and health risk assessments encompassing the Long Beach Airport, major area freeways (710, 405, 605, 91) and the Port. The report should also focus on the comprehensive health effects of air pollution and noise pollution as related to the Long Beach Airport.

The report should weigh health risks against recognized federal, state, regional, local and professional standards, and according to health risk guidelines. These criteria must include the City of Long Beach General Plan Element, and other inter-governmental requirements.

The report should include the following:

- a. A detailed report on all findings, including data compilation and results of data modeling.
- b. An estimate of potential human health effects.
- c. Summary and references of all studies and data used, community meetings, and a summary of any other relevant discussions or findings related to the study.
- d. Recommendations for further action.

C. PROPOSALS MUST CONTAIN THE FOLLOWING INFORMATION AND ATTACHMENTS

The Department is soliciting proposals from environmental consultants interested in developing and completing a comprehensive human Health Risk Assessment (HRA) using existing data. Please include the following in the proposal:

- 1) Cover letter signed by owner/board member, committing environmental consulting services to the program.
- 2) Experience – Environmental Consultant must submit description of its current operations and demonstrate prior experience in providing similar service. Copies or summaries of similar HRA's or studies may be included as attachments. Include the names and relevant experience of subcontractors or others to be used in the completion of the HRA.
- 3) Project Content - Present information and methods to develop and complete a comprehensive HRA in the context proposed in the Scope of Work. Please include ability to fulfill the requirements outlined below:
 - a. Activities related to the items listed in the Scope of Work.
 - b. Five (5) written monthly status reports and a comprehensive final report incorporating all data and information gathered, including a description of activities, findings, and other pertinent information. Monthly status reports and the final report must be submitted to the City Health Officer, or designee, providing information in a format as proposed.
- 4) Maximum funding under this contract is \$35,000. **The purchase order must be implemented by February 6, 2004 and all deliverables completed by August 31, 2004.** The proposal must delineate the unit charge for each service provided.
- 5) Proposal must contain a component assuring regular business hours (Monday through Friday, 8:00 am to 5:00 pm) availability.
- 6) A copy of the environmental consultant's business license and insurance information. All proposers must be able to meet insurance requirements established by the City Risk Manager as follows: Comprehensive general liability insurance or self-insurance of not less than \$1,000,000; worker's compensation insurance; professional liability insurance of not less than \$1,000,000; and automobile liability insurance of not less than \$500,000.

D. SELECTION CRITERIA

Proposals will be ranked on the basis of quality, capacity and cost. Representatives from the Department of Health and Human Services will review the proposal and how it addresses the activities defined in this RFP.

E. SUBMISSION OF PROPOSALS - TIME LINE

All prospective applicants must adhere to the following schedule. Any changes to this RFP will be provided in writing to all prospective applicants.

- **RFP Released and Available to Applicants** **January 8, 2004**
- **Deadline to Submit any Questions re: this RFP (in Writing email or fax only) to email: Darryl_Sexton@longbeach.gov or fax: (562) 570-4049** **January 15, 2004 5:00PM**
- **Questions and Answers Posted on City Website (<http://www.longbeach.gov/health/index.htm>)** **January 20, 2004**
- **Deadline for Submission of Proposals – 5PM** **January 23, 2004**
- **Notice of Conditional Funding Recommendation** **January 27, 2004***
- **Commence Services under this Program** **February 6, 2004***

*Tentative date

F. DEADLINE AND SUBMISSION CRITERIA

Deliver or mail one original and three (3) copies of the proposal and any required attachments. No faxes will be accepted. Proposals must be received at the address below by the deadline. Incomplete or late proposals will not be reviewed for funding. Proposer accepts responsibility for timely receipt by the City of proposal. Proposals submitted will not be returned to applicant.

Proposal Formatting Requirements
Single-Space, 12-Point Font, Times New Roman, 1" x 1" x 1" x 1" Margins
NO CAPITALIZATION, bolding , highlighting or <u>underline</u> in narrative text
Format should follow the RFP outline, be easy to read with paragraphs clearly distinguishable.

DEADLINE: January 23, 2004 - 5PM

Deliver in person or mail (post marked by due date) in sealed envelopes to:

**Darryl M. Sexton, M.D., City Health Officer
Department of Health and Human Services
2525 Grand Avenue, Room 280
Long Beach, CA 90815**

G. QUESTIONS

If you have any other questions you may contact Darryl Sexton, M.D., City Health Officer, at **Darryl_Sexton@longbeach.gov** or (562) 570-4015.